



**Oxford Royale Academy**  
inspirational cultural and academic courses

## **Rules & Regulations: Summer courses for students aged 13-18**

### *Academic year 2020-21*

#### **1. Introduction**

There are some important rules and regulations that Oxford Programs Ltd needs to make the Student aware of before the Student arrives so that the Student understands what is expected of them during the Course. Changes to these Rules & Regulations and/or other important rules or regulations may be notified to the Student either before or after registration for the Course. The Student shall ensure that they are familiar throughout the duration of the Course with all applicable rules and regulations which are in force.

The terms “Student”, “Course” and “Campuses” shall bear the same meanings as in the ‘Terms & Conditions’ document.

The term “senior staff member” shall mean a company director of Oxford Programs Ltd or the Programme Director at the Campus at which the Student is based (or, for live-out/daytime-only Students, the Programme Director at the Campus at which the resident students on their Course are based).

A list of courses, categorising them either as Type A, Type B, or Comprehensive courses, is set out in the schedule at the end of this document.

The Rules & Regulations as amended from time to time, the current text of which is set out in this document, are part of and supplemental to the Terms & Conditions. Where any provision of the Rules & Regulations conflicts with the provisions of the Terms & Conditions then the provisions of the Terms & Conditions shall prevail.

#### **2. On the First Day**

The safety induction on or shortly after the day of arrival will set out various procedures in relation to the premises to be used, including (but without limitation) check-in and check-out, fire drills, absence, discipline and sickness. If the Student is unable to attend the safety induction they need to go to the Campus office as soon as possible, where there will be printed handouts available which the Student shall ensure that they read and digest without delay and retain throughout the duration of the Course.

#### **3. Leaving the Campus Grounds**

The Student shall abide by the following rules for leaving Campus grounds as applicable to their course type and irrespective of their actual age (unless the Student is on a Comprehensive course, in which case the additional rules set out in the Schedule determine whether they should follow the rules for Type A or Type B courses). Course types are specified in the Schedule to these Rules & Regulations.

##### **3.1 Type A Courses**

The Student is permitted to leave the Campus grounds for shopping, sightseeing and similar activities at times specified by the Programme Director provided that they:

- (a) leave the Campus in a group of 3 or more and remain with that group at all times whilst outside of the Campus; and
- (b) write their name into the signing out book together with their working mobile number; and
- (c) take with them Oxford Programs Ltd’s 24-hour emergency mobile number and a working mobile of their own.

The Student must sign in again immediately upon their return to the Campus.

The Student is forbidden from leaving the Campus grounds after dinner unless supervised by a staff member.

##### **3.2 Type B Courses**

The Student is permitted to leave the Campus grounds for shopping, sightseeing and similar activities at times specified by the Programme Director provided that they:

- (a) leave the Campus in a group of 2 or more and remain with that group at all times whilst outside of the Campus; and
- (b) write their name into the signing out book together with their working mobile number; and
- (c) take with them Oxford Programs Ltd’s 24-hour emergency mobile number and a working mobile of their own.

The Student must sign in again immediately upon their return to the Campus.

The Student is forbidden from leaving the Campus grounds after curfew.

##### **3.3 For Live-Out/Daytime-Only Students**

Oxford Programs Ltd does not normally accept live-out/daytime-only students onto its courses. However, when accepted, live-out/daytime-only Students shall attend all registrations during their time on the Course as well as follow the procedures regarding leaving the relevant Campus (see sections 3.1-3.2). In addition, live-out/daytime-only Students

must sign out from the programme every time they leave the Campus at the end of the day. A sign-out sheet will be available in the Campus office.

### **3.4 Getting to Classes and Activities**

If the Student is on a Type A course, they must not leave the Campus unsupervised except in accordance with Rule 3.1. If the Student leaves the Campus under supervision from a member or members of staff then, once outside the Campus grounds, they must remain with the accompanying member or members of staff, save as otherwise directed by such member or members of staff.

If the Student is on a Type B course, they may be required to leave the Campus grounds unsupervised in order to reach their classrooms, which may be a short walking distance away. Other activities including cultural, sporting, and social activities may also be scheduled to take place outside the Campus grounds and students may need to reach those venues unsupervised. Students will be informed where supervision for making their way to lessons or other activities will be provided; if they are not so informed, they should assume that they are to make their way unsupervised. In such cases, the Student must always sign out of the Campus following the procedures set out in Rule 3.2(a)-(c) and (if applicable) Rule 3.3. If the Student leaves the Campus under supervision from a member or members of staff then, once outside the Campus grounds, they must remain with the accompanying member or members of staff, save as otherwise directed by such member or members of staff.

### **4. Exeat (Leaving Campus with Parents/Guardians)**

If the Student is planning to leave the Course overnight or at weekends they shall ask their parent(s) or legal guardian(s) to complete and sign an exeat form and to fax or email it, or submit it in person, to the Campus office. An exeat form is required for each instance of absence, showing: date and time of departure, destination, contact phone number details and expected time of return. Exeat forms shall be presented to the Campus office at least 24 hours in advance of departure. The Student is only permitted to leave the Course if the exeat has been approved by Oxford Programs Ltd (such approval being at the discretion of Oxford Programs Ltd, and not automatic).

If the Student is on a Type A course, they will only be allowed to leave the Course accompanied by their parent or legal guardian or a person clearly designated by the parent/legal guardian in the exeat form. The person who accompanies the Student may be required by Oxford Programs Ltd to present evidence of identity including a current passport. Before departure, the Student must be signed out from the Course at the Campus office by the person accompanying them. The accompanying person must sign the Student in again before the

time specified in the exeat form for their return (again, evidence of identity may be required from the accompanying person). Before the accompanying person departs, the exeat form must be endorsed by a member of the Campus management team, acknowledging return of the Student.

If the Student is on a Type B course, the Student must sign out from the Course at the Campus office before departure. The Student must sign in again before the time specified in the exeat form for their return, and must ensure that their exeat form is endorsed by a member of the Campus management team, acknowledging their return, without delay.

### **5. Illness**

The Student shall inform a staff member immediately if they are feeling unwell and shall follow any directions given to them by or on behalf of Oxford Programs Ltd which may include directions of a non-medical nature, directions to take basic medication in accordance with Oxford Programs Ltd's Medical and Medication Policy from time to time in force (and available on Oxford Programs Ltd's website), or a referral to an appropriate medical professional or institution. Without prejudice to the foregoing, such directions may include missing lessons and other elements of the Course and remaining confined in the Student's bedroom (or another location) should the Student contract an illness that may be contagious to others. In the unfortunate event of illness or accident the Student is also strongly advised to notify their medical insurers and travel insurers as soon as possible in case the Student needs to make a claim at a later date. Oxford Programs Ltd will not be responsible for notifying the insurers or making any claim on the Student's behalf.

### **6. Class Attendance, Electronic Devices and Plagiarism**

#### **6.1 Attending Classes and Other Activities**

Students are expected to attend all classes and compulsory activities and to arrive punctually for the specified start time with all the equipment they need, and in a fit state to participate properly.

If the Student needs to miss a class or other activity, they shall notify the Campus office beforehand providing as much information as possible as to the reasons for their intended absence. If a Student has missed or is going to miss a class because of illness, the Student will need to be visited by one of the welfare officers engaged by Oxford Programs Ltd who will provide the Student with a certification document. If the Student misses a class for any other reason they will need to gain prior approval from Oxford Programs Ltd through the Campus office. In order to graduate from the Course (and to receive a graduation certificate) the Student needs to attend all

the classes except those in respect of which they have a certification document from a welfare officer and (at the discretion of Oxford Programs Ltd) those in respect of which Oxford Programs Ltd gave prior approval for absence.

A Student who (in the absolute opinion of Oxford Programs Ltd) repeatedly misses classes or workshops with insufficient excuse may be dismissed from the Course and Clauses 6 and 7 of the Terms & Conditions shall apply. Live-out/daytime-only Students shall follow the same class attendance rules as all other Students.

### **6.2 Mobile Phones and Electrical Devices**

Use of mobile phones and all other electrical equipment during classes, workshops, lectures and other events organised by Oxford Programs Ltd is forbidden unless authorised by a staff member.

### **6.3 Plagiarism**

Plagiarism is not tolerated. Plagiarism includes, but is not limited to: submitting work done by another person or submitted by another source; failing to credit ideas found in sources, whether print or electronic, with appropriate notes and bibliographic references; failing to enclose borrowed phrases or sentences within quotation marks; and turning in a single assignment for two different courses without advance permission from both instructors. A Student found to have submitted plagiarised work (in the absolute discretion of Oxford Programs Ltd) will not be permitted to graduate from the course. If the Student has already graduated from the course, their graduation certificate may be rescinded.

## **7. Alcohol and Drugs: Zero Tolerance**

### **7.1 Alcohol**

There is a zero-tolerance policy towards the following actions, all of which are likely to result in instant dismissal from the course pursuant to Clauses 6 and 7 of the Terms & Conditions and may result in police involvement: drinking/consumption/possession (for whatever reason) of alcohol; purchase of alcohol; distribution/vending or attempted distribution or vending of alcohol; having bottles which contain or have contained alcohol in one's possession, custody, power or control, including but not limited to one's personal effects or living area. For the avoidance of doubt, students under the legal age for purchasing alcohol are strictly prohibited from visiting public houses, bars and other venues which may serve alcohol during the Course.

A Student suspected of drinking alcohol may, at the discretion of Oxford Programs Ltd, be asked to undergo breath tests to indicate whether alcohol has been consumed. Where a breath

test has been conducted, the resulting data may be printed out and made available on request for inspection by staff and parents. Oxford Programs Ltd shall be under no obligation to carry out, or to procure the carrying out, of a breath test, and may take a decision as to the likelihood of a Student's having consumed alcohol without undertaking scientific testing. A Student found to have consumed alcohol, or whom Oxford Programs Ltd reasonably believes to have consumed alcohol, is likely to be dismissed from the course pursuant to Clauses 6 and 7 of the Terms & Conditions.

### **7.2 Drugs**

Use, possession (for whatever reason) or distribution/vending or attempted distribution or vending of illegal drugs or having in a Student's possession, custody, power or control (including but not limited to their personal effects or living area) paraphernalia connected to the manufacture or use of illegal drugs, are forbidden and are likely to lead to immediate dismissal from the course pursuant to Clauses 6 and 7 of the Terms & Conditions and may result in police involvement.

### **8. Cigarettes and Tobacco**

The Course is a strictly no-smoking course. Moreover, the country in which the Course is held may have laws concerning the sale or use of cigarettes or other forms of tobacco (for example, in the UK it is a criminal offence to sell tobacco to any person aged under 18, or to smoke in premises open to the public and in certain other places). The Student is required to comply with these laws.

It is the policy of Oxford Programs Ltd formally to warn a Student found purchasing, distributing, harbouring or consuming tobacco, which may ultimately lead to dismissal from the course pursuant to Clauses 6 and 7 of the Terms & Conditions if further offences are reported.

## **9. During the Course**

### **9.1 Curfew Rules**

The Student shall observe the course curfew, which they will be told about at the induction referred to in Rule 2 or in such other manner as Oxford Programs Ltd deems appropriate.

### **9.2 Looking After Belongings**

The Student's personal belongings and valuables are their responsibility and the Student is strongly advised to lock their bedroom door whenever they are not in their room.

### **9.3 Dress Code**

The dress code is based upon the premise that dress and appearance shall not be such as would impede or be disruptive

to the educational process. This policy requires a level of common sense from the Student, but examples of items which would breach this regulation include but are not limited to: offensive language/slogans on clothing, revealing clothing, caps or hats indoors and hoodies with hood up indoors.

#### **9.4 Verbal and Physical Conduct**

Oxford Programs Ltd finds unacceptable any verbal or physical conduct that may in the sole opinion of Oxford Programs Ltd be taken to demean others in connection with their race, age, gender, disability, appearance (for example but without limitation the wearing of beards or hair colour), ethnic background, religion or sexual orientation. Bullying, discrimination, abuse (whether physical, psychological, sexual, or emotional), or harassment in any form are not tolerated and disciplinary action in such circumstances is likely to be taken which may lead to the dismissal of the Student from the Course pursuant to Clauses 6 and 7 of the Terms & Conditions. If Oxford Programs Ltd suspects that a criminal offence may have been committed, the police are likely to be informed.

Where the Student becomes aware of any behaviour (whether by another student, a member of staff, or any other person) which does not comply with the above standards, they must report it to a member of staff.

#### **9.5 General Behaviour on the Course**

During the Course the Student shall refrain from the following: committing any criminal or civil offence, graffiti, chewing gum in class, creating mess or rubbish, unauthorised use of electrical and media devices, sending messages or images by electronic means which Oxford Programs Ltd considers in its absolute discretion to be inappropriate, swearing or bad manners, ball games and using frisbees or other projectiles inside any premises or in other places not designated for lawfully carrying out such activities. The Student shall also refrain from inappropriate (in the opinion of Oxford Programs Ltd) displays of affection. The Student shall at all times comply with all lawful and reasonable instructions given by a member of Oxford Programs Ltd's staff.

The Student shall at all times exercise responsibility for their own safety and wellbeing and must not do anything which might endanger their safety or the safety of any other person. The Student should exercise care for the safety of their fellow students.

The Campuses are often located in historic buildings, not constructed with modern health & safety standards in mind. Recognising that they may be living and working in buildings which may present potential safety risks (e.g. steep, narrow,

and/or winding staircases), the Student must always have regard to potential hazards and risk factors (e.g. not attempting to climb or descend staircases carrying luggage which cannot be safely borne by them alone, or without turning on the light). The Student should comply with all safety notices.

The Student must alert a member of staff to potential health & safety risks of which they become aware (e.g. lights not working on a staircase).

The examples given in this Rule 9.5 relating to staircases are not exhaustive and the Student must exercise their own judgement.

#### **9.6 Window Ledges, Roof-Tops, Dropping Items and Scaffolding**

For their own safety, and the safety of other Students, the Student is forbidden from sitting on window ledges and roof-tops. They are forbidden from dropping, pouring, or throwing objects or materials out of windows or off rooftops. Climbing up scaffolding and similar structures is extremely dangerous and is also forbidden.

#### **9.7 Visiting Other Students' Rooms**

The Student may enter the room of another student/other students of the same sex before curfew, but not later. The Student shall not enter a staircase, corridor, floor, block, wing, or building designated for students of the opposite sex at any time.

#### **9.8 Noise, Running and Disruptive Behaviour**

Running inside any building, or in any place marked with "no running" signs, is forbidden. Running on public pavements or on or near to roads is also forbidden. The Student is to keep noise to a minimum at all times and respect the other students and staff living and working around them. The making of noise after curfew is forbidden. The Student shall not engage in any conduct which is likely in the sole opinion of Oxford Programs Ltd to disrupt the work or enjoyment of others or which in the sole opinion of Oxford Programs Ltd may present a health and/or safety hazard.

#### **9.9 Out of Bounds Areas**

The Student shall never enter any areas that are marked or indicated as being out of bounds. Out of bounds areas include all areas where building works are being carried out whether or not marked as out of bounds. These can be extremely dangerous and the Student may be putting themselves and other people at risk by entering them.

#### **9.10 Strangers, Public Transport and Bicycles**

The Student shall never go off with a stranger or a member of the public. Taking public transport is also forbidden without prior written permission from a senior staff member of Oxford Programs Ltd. The Student is also forbidden from using a bicycle without the prior written permission of a senior staff member of Oxford Programs Ltd.

Students who have been given permission to use a bicycle must ensure that the bicycle which they use complies at all times with all legal requirements as to roadworthiness (including display of appropriate lights) and that they wear a suitable helmet at all times whilst cycling. Cycling at night or in adverse weather conditions is strongly discouraged.

Oxford Programs Ltd may carry out checks upon the roadworthiness of a bicycle at any time, including prior to giving permission to use a bicycle, and the Student shall cooperate fully with such checks. Oxford Programs Ltd may, in its absolute discretion, withdraw permission to use a bicycle at any time, and without giving any reason. Where permission to use a bicycle has been denied or withdrawn, Oxford Programs Ltd may lock or confiscate the Student's bicycle for the duration of the Course or for such lesser period as it sees fit.

#### **9.11 Tattoos and Piercings**

The acquisition or administering of new tattoos (whether temporary or permanent in nature) or piercings by or to a Student is forbidden. A Student with existing tattoos or piercings (save for ear piercings) shall appropriately cover them while they are participating in the Course.

#### **9.12 Use of IT**

The Student shall indemnify Oxford Programs Ltd from and against any and all loss and damage that any Campus, any other person or venue (whether or not course activities are held there) or Oxford Programs Ltd may suffer, and which is the result of the use or misuse of IT and network facilities by the Student.

Where relevant, the Student agrees to be bound by the code of practice covering the use of IT facilities, email and the internet applicable to the Campus or other venue which has provided the facilities which the Student is using. These guidelines can be made available to the Student upon request. Misuse of email or the internet (in the absolute opinion of Oxford Programs Ltd) may result in the Student being dismissed from the Course pursuant to Clauses 6 and 7 of the Terms & Conditions.

#### **9.13 Behaviour towards Staff Members**

The Student shall treat all staff members of Oxford Programs Ltd, the Campuses, all other relevant organisations and members of the public with an appropriate (in the absolute

opinion of Oxford Programs Ltd) level of respect. Words or behaviour that may in the absolute opinion of Oxford Programs Ltd be taken as derogatory, disrespectful or offensive is likely to result in disciplinary action which may lead to dismissal from the Course pursuant to Clauses 6 and 7 of the Terms & Conditions.

#### **9.14 Fire Regulations**

The Student shall comply fully with all fire regulations which apply to the Campus, including but not limited to those which relate to fire prevention, keeping escape routes clear, and the evacuation of premises. The Student shall participate properly in any fire drill which they are asked to attend. The Student shall not undertake any activity which presents a risk to the safety of the Campus premises, to themselves, or to any other person. The Student shall not remove, tamper with, or impede the proper operation of any smoke detectors, fire extinguishers, or other safety equipment, and shall not deliberately set off any fire alarm for any reason other than to alert the occupants of the building to the existence of a fire.

#### **9.15 Accommodation**

The Student shall keep their accommodation (both any private accommodation and all communal facilities) in a clean and tidy state. The Student shall comply with such regulations as Oxford Programs Ltd may make with regard to the furnishing and decoration of rooms, and waste disposal and recycling. Candles must not be lit on Campus premises, unless with permission from, and supervised at all times by, a staff member.

#### **9.16 Shared bedrooms**

Some rooms will be shared with another student. The Student shall respect the personal space and study needs of their room-mate by, for example, ensuring that storage space is shared fairly and keeping noise and other distractions to a minimum when their room-mate is studying. The Student is expected to behave in a friendly manner towards their room-mate.

#### **9.17 Academic Requirements**

The Student is expected to participate fully in all academic activities and to complete any assignments within the allotted time. All courses are taught in English (unless otherwise specified) and students are therefore expected to use English at all times while participating in course activities (unless otherwise instructed) to ensure that others are also able to participate. Disruptive behaviour in lessons is not permitted and will not be tolerated.

Individual courses will have their own regulations, specifying objectives and standards to be met. The Student is expected to comply with these.

### 9.18 COVID-19

Oxford Programs Ltd may put in place various rules and procedures to help protect the Student, other students, its staff, and members of the public from infection with COVID-19. Such rules and procedures may include:

- (a) the requirement to wear face masks at certain times and in certain places;
- (b) the requirement to sanitise hands at certain times;
- (c) requirements related to maintaining social distancing;
- (d) assigning students to “households” and preventing mixing between households; and
- (e) confining students to Campus.

More detailed rules and procedures may be put in place from time to time, and the Student shall comply with all rules and procedures relating to COVID-19 notified to them by Oxford Programs Ltd, as well as any rules that may apply on the Campuses or at any other location where Course activities may be held.

The Student shall also comply with Oxford Programs Ltd’s Medical & Medication Policy and Health & Safety Policy from time to time in force insofar as they are applicable to students.

The Student shall comply fully with any testing regime for COVID-19 that Oxford Programs Ltd may have or put in place, and with any directions consequent upon a positive result in any such test.

If the Student repeatedly or seriously breaches COVID-19 rules or procedures (either those of Oxford Programs Ltd or those of any Campus or other location where Course activities may be held) this will be treated as a grave disciplinary matter, and is likely to lead to dismissal from the Course pursuant to Clauses 6 and 7 of the Terms & Conditions.

### 10. Access to Room and Belongings

When it has reason to believe the Student is, has been, or may be or have been in breach of any of the Rules & Regulations as set out in this document or otherwise notified to the Student whether before or after registration for the Course, Oxford Programs Ltd reserves the right to enter the Student’s room on Campus and to search his or her possessions provided that such search is carried out under the supervision of an independent representative from the Campus at which the Student is resident, or a representative of the Police. This extends to the searching of possessions outside the Student’s room provided that such search is carried out with the type of supervision set out above.

### 11. Dismissal from the Course

11.1 Oxford Programs Ltd requires the Student to act in a

sensitive, respectful, and considerate manner at all times and to respect the legal rights of others and the right of other students or users of the Campus or other venue (whether or not course activities are held there) to quiet enjoyment of the Course and/or the Campus or other venue’s facilities without interference. Whilst every subtlety of proper behaviour cannot be detailed, the rules and regulations governing the Course including but not limited to such as are set out in this document are to be adhered to strictly. Failure or refusal to abide by them is likely to be dealt with immediately and may lead to dismissal from the Course.

11.2 As provided in Clause 5.3 of the Terms & Conditions, no portion of fees will be refunded to a dismissed Student. Dismissed Students do not receive reports or certificates of attendance. In the case of dismissal, return travel arrangements will be made for the Student provided that the Student pays for these up front, and any additional travel costs incurred will be his or her immediate responsibility. Oxford Programs Ltd will not be responsible in case of dismissal for paying any travel costs on behalf of the Student. Oxford Programs Ltd accepts no responsibility or liability whatsoever for the consequences of any dismissed Student failing (for whatever reason) to follow the departure and travel arrangements made for them by its staff.

11.3 Students who have been dismissed from a course will not be permitted to take another course with Oxford Programs Ltd in the future unless there are exceptional circumstances, and a decision as to whether this is the case will be in the sole discretion of Oxford Programs Ltd.

## SCHEDULE

### Type A Courses

Film Academy (Ages 13-15)  
 Introduction to Architecture (Ages 13-15)  
 Introduction to Computer Science (Ages 13-15)  
 Introduction to Engineering (Ages 13-15)  
 Introduction to Enterprise (Ages 13-15)  
 Introduction to Fashion and Textile Design (Ages 13-15)  
 Introduction to iOS App Coding (13-15)  
 Introduction to Law (Ages 13-15)  
 Introduction to Leadership (Ages 13-15)  
 Introduction to Medicine (Ages 13-15)  
 Introduction to Robotics (Ages 13-15)  
 New Perspectives (Ages 13-15)  
 Oxford Summer English (Ages 13-15)  
 Bespoke courses for ages 13-15  
 Any other courses for ages 13-15

### Type B Courses

Business and Enterprise Programme (Ages 16-18)

Broadening Horizons (Ages 16-18)  
Cambridge Summer English (Ages 16-18)  
Computer Science Programme (Ages 16-18)  
Engineering Preparation (Ages 16-18)  
Film Academy (Ages 16-18)  
Global Leadership Programme (Ages 16-18)  
IELTS Preparation (Ages 16-18)  
iOS App Development Programme (Ages 16-18)  
Law School Preparation (Ages 16-18)

Mastering Automotive Engineering (Ages 16-18)  
Medical School Preparation (Ages 16-18)  
Oxford Summer English (Ages 16-18)  
SAT Preparation (Ages 16-18)  
Summer Architecture Programme (Ages 16-18)  
Summer Robotics Programme (Ages 16-18)  
Bespoke courses for ages 16-18  
Any other courses for ages 16-18

### **Comprehensive Courses**

None operating this year.

*For students on Comprehensive courses **only**, their actual age shall determine whether they are required to follow the rules pertaining to Type A or Type B courses for leaving the Campus grounds (Rule 3) and exeat (Rule 4). Any student on a Comprehensive course aged under 16 shall follow the rules for Type A courses; any student on a Comprehensive course aged 16 or over shall follow the rules for Type B courses.*